

MCPM Program



Participant Handbook and Policies

October 2006

MS Certified Public Manager Program

**MS State Personnel Board
Office of Training
Robert G. Clark, Jr. Building
301 North Lamar St., Suite 203
Jackson, MS 39201**

MCPM PROGRAM BACKGROUND

The Mississippi Certified Public Manager (MCPM) Program is a systematic approach to management development in Mississippi's governmental organizations. It is designed for public administrators who wish to learn both current management theory and useful techniques in order to improve their performance as managers in the public sector. Professional and developmental in character, the Program is designed to prepare managers for the increasingly complex and demanding governmental issues confronting Mississippi. The CPM designation, like the Certified Public Accountant (CPA) designation, is a professional rather than an academic credential.

The MCPM Program is part of the expanding National Certified Public Manager Program Consortium. The purposes of the National Consortium are to (1) facilitate program expansion, (2) ensure content quality, and (3) provide an information clearinghouse. In addition to Mississippi, there are over twenty-nine members of the consortium including the USDA. Other states are also in the process of adopting the Program.

PROGRAM OVERVIEW

Goals:

1. To encourage the recognition of public management as a profession established upon an underlying body of knowledge;
2. To set out a course of study by which such knowledge can be acquired;
3. To foster and maintain high educational and ethical standards in the practice of public management;
4. To assist Mississippi's governmental organizations by establishing a more objective assessment for a public manager's professional knowledge and performance; and
5. To provide enhanced professional recognition of management development attainment by public managers.

Program Administration:

Overall administration of the MCPM Program is provided by the State Personnel Board through the MCPM Program Director with guidance from the MCPM Advisory Board. This Board is composed of a representative from each of the following: Office of the Governor, State Personnel Board, State Personnel Advisory Council, MCPM Curriculum Committee, MS Society of Certified Public Managers, higher education, and representatives from various governmental organizations. One State Senator and one State Representative serve as advisors to the Board. The MCPM Advisory Board along with the MCPM Curriculum Committee is responsible for policy direction and approval of course curriculum and instructors. The State Personnel Board is responsible for the administration of the program.

Program Administrators

L

Ms. Jennifer Sledge, MCPM Program Director*

Mississippi State Personnel Board
Robert G. Clark, Jr. Building
301 North Lamar St., Suite 203
Jackson, MS 39201
(601) 359-4115 FAX: (601) 359-2717
email: jsledge@spb.state.ms.us

Ms. Shondra Houseworth, MBA, MCPM Program Coordinator*

Mississippi State Personnel Board
Robert G. Clark, Jr. Building
301 North Lamar St., Suite 203
Jackson, MS 39201
(601) 359-2715 FAX: (601) 359-2717
email: shouseworth@spb.state.ms.us

Ms. Ronna Owens, Director of Management Training

Mississippi State Personnel Board
Robert G. Clark, Jr. Building
301 North Lamar St., Suite 203
Jackson, MS 39201
(601) 359-2721 FAX: (601) 359-2717
email: rowens@spb.state.ms.us

*L indicates direct program administration

CERTIFICATION

Requirements:

The MCPM Program offers two levels of certification: Certificate in Supervisory Management (CSM) and the Certified Public Manager (CPM) designation.

The Certificate in Supervisory Management (CSM) is awarded to participants who successfully complete the first level of certification which includes:

1. Levels I - III in "Managing Government in Mississippi" (MGIM)
2. Thirty professional development course elective hours (Level I – III)
3. One required outside reading
4. Examinations on required levels
5. One job-related project
6. MCPM Advanced Writing Workshop (effective 07/2002)

The Certified Public Manager (CPM) designation is awarded to participants who successfully complete both levels of certification which includes:

1. All six levels of core course material entitled "Managing Government in Mississippi" (MGIM)
2. Thirty professional development elective hours (Level I – III)
3. Seventy-two professional development course elective hours (Level IV – VI) (Executive Seminar counts for fourteen of these hours)
4. Two required outside readings
5. Examinations on each level
(Levels I-III have examinations; Levels IV-VI have presentation/participation evaluations.)
6. Three job-related projects
7. MCPM Advanced Writing Workshop (effective 07/2002)
8. Level VI Writing Assignment

Certification Sequence Chart:

The recommended sequence of steps to complete the requirements for the award of both the CSM and CPM designations is as follows:

Certificate in Supervisory Management (CSM)

1. MCPM Program Orientation
2. "MGIM" Level I (Core Course)
3. Exam I (Level I)
4. Level I – III Elective Hours in Progress
5. "MGIM" Level II (Core Course)
6. Exam II (Level II)
7. MCPM Project Workshop
8. MCPM Advanced Writing Workshop (effective 7/2002)
9. Level I - III Elective Hours in Progress
10. "MGIM" Level III (Core Course)
11. Exam III (Level III)
12. Required Reading I
13. Project 1
14. Total of 30 Level I - III Elective Hours Completed

****Participant Awarded CSM Designation****

Certified Public Manager (CPM)

Steps 1 - 14 must be completed prior to beginning Level IV.

15. "MGIM" Level IV (Core Course)
16. Project 2 (Quality Improvement Paper)
17. Level IV – VI Elective Hours in Progress
18. "MGIM" Level V (Core Course)
19. Required Reading 2
20. Level IV – VI Elective Hours in Progress
21. Project 3 (Quality Improvement Project)
22. "MGIM" Level VI (Core Course)
23. Level VI Writing Assignment
24. Executive Seminar (Part of Level VI) Counts as 14 hours of Level IV – VI Elective Hours
25. Total of 72 selected Level VI - VI Elective Hours Completed. **(58 Level IV – VI Elective Hours are scheduled by the participant and 14 Hours are earned by successfully completing the Executive Seminar.**

****Participant Awarded CPM Designation****

“Managing Government in Mississippi” (MGIM)

Examination:

The purpose of the MCPM examinations is to evaluate the participant's level of understanding of the content of the "Managing Government in Mississippi" course series. The examinations are structured in a multiple-choice format.

Participants must pass the required examinations with a score of 70%. Examination papers will be the property of the MCPM Program. Neither the examinations nor copies of examination papers will be returned.

Participants will be notified of examination results within fifteen days of the date of examination. Organization Directors and CPM Coordinators will be provided with pass/fail status upon request to the State Personnel Board.

Permanent records are maintained by the Office of Training of the State Personnel Board on every participant who takes a CPM examination. These records are not part of the participant's official personnel file and will be used only in relation to the MCPM Program.

Each examination may be retaken twice, for a total of three attempts. However, if the examination is being taken as part of a reinstatement option, the participant has only one opportunity to pass the examination. If the participant fails any tested Level, he or she must reenter the MCPM Program as a new participant.

Executive Seminar

During the week of the Level VI session, participants will select a leading edge topic or topics to be discussed during their two day Executive Seminar. This fourteen hour session is part of the requirements for successful completion of Level VI.

Job-Related Projects:

One common concern of the MCPM Program staff, sponsoring organizations, and program participants is the relevance of instruction to the workplace. The MCPM Program deals with this in a systematic way by extending the core course learning to on-the-job practice through three projects. These projects are designed to demonstrate transfer of knowledge and techniques to the participant's workplace.

Successful completion of the first project is required for the Certificate in Supervisory Management (CSM). Successful completion of all three projects is required for the Certified Public Manager (CPM) designation. It is suggested that the participant conduct

project work according to the sequence of completion of MCPM Program requirements.

Level 3 and Level 5 projects may be conducted by individual participants OR jointly with other MCPM participants who are completing projects for the same Levels.

Level 4 projects must be conducted on an individual basis. Level 4 projects CANNOT be conducted jointly with other MCPM participants due to the nature of content and format of these projects.

Instructions for completing job-related projects will be provided in the MCPM Program Orientation and covered in-depth in the **MCPM Project Workshop**.

Projects should be submitted to the MCPM Program Director to be forwarded to the assigned MCPM Project Evaluator for review. Projects will be forwarded to the MCPM Curriculum Committee for final approval. Projects are evaluated on the quality and completeness of the work, their relevance to the participant's job, and their conformity to the stated project guidelines. Projects should reflect learning outcomes of current levels of training. Participants will be notified of the acceptability of the project by mail within 15 days of its receipt by the MCPM Curriculum Committee. Formal notification will include a description of project deficiencies if the project is not acceptable.

Because all projects become the property of the MCPM Program and will not be returned to the participant; participants should retain an individual copy of their projects. Projects are considered confidential and will only be discussed with the participant who submits them. It is recommended that actual names of individuals in the work environment, other than the participant, not be included in the project.

Required Reading:

The required reading program has three purposes: (1) to complement and enrich the concept of the core course; (2) to introduce the participant to some of the best management literature and (3) to encourage the participant in a habit of independent management development that will extend beyond the MCPM Program.

The MCPM Program participant is responsible for reading the two required readings from the recommended reading list. An abstract will be required after each reading. Abstract forms are included in the MCPM Orientation materials and also available on the State Personnel Board website (www.spb.state.ms.us).

Professional Development Courses (Electives):

Level 1 - 3 Electives: In addition to the core MGIM courses offered, participants must complete thirty hours of professional development elective courses prior to receiving the CSM designation. These courses are selected by the participant based on need and interest and must be management related and can be organization specific. Credit may be earned by attending:

1. Management/professional development courses offered by SPB Office of Training;
2. Relevant courses offered by universities, colleges, companies or associations;
3. Outside organization directed courses; and
4. Documented on-line training related to the field of management for a maximum of six hours of open source elective credit.

Requests for approval of professional development elective hours taken prior to admission in the MCPM Program should be made on the *Elective Instruction Review Application*. Prior credit can only be given for credit hours taken within two years of entering the MCPM Program with the exception of the SPB sponsored courses, including Basic Supervisory Course (BSC), which have no time limitations. A copy of this form and other MCPM Program related forms is provided with the MCPM Orientation materials and also available on the State Personnel Board website (www.spb.state.ms.us).

Level 4 - 6 Electives:

Participants will take a total of seventy (72) elective hours during Level IV - VI. The participant is responsible for scheduling fifty-eight (58) of these hours. The remaining fourteen hours will be earned by successfully completing the Executive Seminar which is part of Level VI. Approved electives are SPB sponsored electives facilitated by SPB approved instructors. Similar courses by outside sources are not eligible for required source credit. A listing of electives with their approved instructors is included with the MCPM Orientation materials and is also available on the State Personnel Board website (www.spb.state.ms.us).

Attendance:

Levels I - III: To be recognized as having completed a Level of "Managing Government in Mississippi" course work, the candidate must have attended at least 80% of each of Levels I - III. Every effort will be made to work with any candidate who has missed a portion of any Level to identify other times and locations for making up the course work.

Levels IV - VI: A 90% attendance is required for Levels IV - VI, with some sections of

the week requiring 100% attendance (during preparation and presentation times) at the discretion of the MCPM Program Director. Participants in Levels IV - VI unable to meet the attendance requirements should select an alternate date for attending the session.

Eligibility Requirements

Participants in the MCPM Program typically hold a management or management staff position in or with a Mississippi governmental organization. A management position is defined as one which requires direction and supervision of more than one other employee. A management staff position is defined as one which, while not requiring direction and supervision of others, directly serves management by providing high-level technical or professional expertise.

An organization may wish to nominate an individual for participation who does not presently hold a management or management staff position but shows great potential for advancement into such positions. Such endorsements are encouraged in the interest of providing maximum educational opportunity to public employees in Mississippi.

The MCPM Program is committed to the principle of equal opportunity and will not discriminate against otherwise qualified persons on the basis of race, color, religion, national origin, sex, age, handicap, disability, or veteran's status in its admissions, program accessibility, or services.

Application Process:

Eligible employees wishing to apply for the MCPM Program must receive approval from their agency. Application forms are available from the MCPM Program Director, MCPM Training Coordinator or the State Personnel Board website (www.spb.state.ms.us). Participants may also apply on-line via the Mississippi Enterprise Learning Management System (MELMS). Applicants may request a date for Level I or indicate "First Available" if no dates are on the schedule. Participants will be notified approximately 25 days prior to a session they are registered for. Questions concerning scheduling may be directed to the agency CPM Coordinator or the State Personnel Board Office of Training.

Participants will be considered accepted in the Levels I - III (CSM) or Levels IV - VI (CPM) of the MCPM Program upon receipt of the MCPM Program Application or on-line registration via MELMS by the State Personnel Board Office of Training. Participants will be scheduled for the first available Level I or Level IV as appropriate.

Program Activity Status

Participants are expected to participate in the Program and make progress within a twelve month period to remain in an active status. **Activity will include the attendance**

of a level of "Managing Government in Mississippi," completing an outside reading, completing a project, completing the MCPM Advanced Writing Workshop*, or completing the total number of elective hours. Attendance of individual elective hours will not constitute remaining "active." If there is no activity in the twelve month period, a letter will be sent to the participant with a copy to the Agency CPM Coordinator stating that activity is necessary within the next six months to avoid being transferred to *Inactive Status*.

Inactive Status

After eighteen months with no activity, a letter will be sent to the participant with copies to the Agency CPM Coordinator and the Agency Director placing the participant on *Inactive Status*.

Permanent Inactive Status

After six months of *Inactive Status* (a total of twenty-four months), the participant will transfer to a ***Permanent Inactive Status***. Due to the fluid nature of the Program content, participants on *Permanent Inactive Status* will lose credit for all work previously completed within the section of the Program in which they last participated (includes Levels, electives, readings and projects).

Reinstatement

Levels I - III

Participants placed on *Permanent Inactive Status* participating in the CSM portion of the MCPM Program have two options for reinstatement:

1. Reapply as a new participant and complete all requirements.
2. If Permanent Inactive Status was achieved due to circumstances beyond the participant's control (illness, return to state service after an absence, etc.) a formal request for reinstatement can be made via the Appeals Committee. A new application, signed by the appropriate authority, a letter of request from the participant stating the reason for previous inactivity, and a letter of support from the agency will be forwarded to the MCPM Program Director who will notify the Chair of the Appeals Committee of the request. The Appeals Committee will review the request and make a recommendation to the MCPM Advisory Board. Participants reinstated under this option will be required to re-test all Levels, submit electives current within the last two years, submit a new book report and a new project. The cost of testing will be set by the State Personnel Board Office of Training. Participants failing to successfully complete the current examination for

the Level(s) will be required to retake the Level(s) at the regular cost minus the testing cost.

Levels IV - VI

Participants placed on *Permanent Inactive Status* participating in the CPM portion of the MCPM Program have two options for reinstatement:

1. Reapply as a new participant and complete all requirements.
2. If Permanent Inactive Status was achieved due to circumstances beyond the participant's control (illness, return to state service after an absence, etc.) a formal request for reinstatement can be made via the Appeals Committee. A new application, signed by the appropriate authority, a letter of request from the participant stating the reason for previous inactivity, and a letter of support from the agency will be forwarded to the MCPM Program Director who will notify the Chair of the Appeals Committee of the request. The Appeals Committee will review the request and make a recommendation to the MCPM Advisory Board.

Participants in the CPM portion of the program, Levels IV - VI, reinstated under the second option will be required to submit a new book report. Additionally, the participant must conduct one of the following: attend all levels previously taken OR provide a written report pertaining to the levels previously attended which will be reviewed by the CPM Curriculum Committee for approval. The written report must cover all levels attended of Levels IV – VI and contain a one (1) paragraph summary of each module covered in each level along with an additional paragraph for each module of each level describing how the information learned from the module can be applied in the work environment.

NOTE: **SINCE REAPPLICATION IS REQUIRED TO ENTER LEVELS IV -VI, THE TIME BETWEEN THE COMPLETION OF THE CSM AND THE ENTRY INTO THE SECOND HALF OF THE PROGRAM IS NOT LIMITED BY THE TWENTY - FOUR MONTH TIME PERIOD.**

Request For Certification

Participants who have successfully completed all MCPM Program defined requirements for either the CSM or CPM designations must request certification for the completed designation within thirty days of the next scheduled graduation ceremony. This form will be sent to potential graduates for completion approximately 2 months prior to the graduation ceremony.

All other MCPM forms are included with the MCPM Orientation materials and are also available on the State Personnel Board website (www.spb.state.ms.us).

MCPM Program



Policies

October 2006

The following policies were adopted by the MCPM Advisory Board and the State Personnel Board for operation and administration of the MCPM Program.

I. CERTIFICATION

The MCPM Program offers two levels of certification. The Certificate in Supervisory Management (CSM) is awarded to candidates who successfully complete the first level which includes:

1. Levels I-III in "Managing Government in Mississippi" (MGIM)
2. Thirty professional development course (Level I – III) elective hours
3. One required outside reading
4. Examinations on required levels and reading
5. One job-related project
6. MCPM Advanced Writing Workshop (effective 07/2002)

Successful completion of each core level and the accompanying examination is required before entering the next level. All requirements for the CSM designation must be completed before a candidate enters Level IV, or the CPM portion of the Program. The Certified Public Manager (CPM) designation is awarded to candidates who successfully complete both levels of certification which includes:

1. All six levels of core course material entitled "Managing Government in Mississippi" (MGIM)
2. Thirty professional development course (Level I – III) elective hours
3. Fifty-eight professional development course (Level IV – VI) elective hours
4. Executive Seminar (fourteen Level IV - VI elective hours)
5. Two required outside readings
6. Examinations on each level and on each required reading
7. Three job related projects
8. MCPM Advanced Writing Workshop (effective 07/2002)

II. JOB-RELATED PROJECTS

Job-Related Project Proposals:

Approved project proposals will be kept on file for a period of one year from the date of approval by a MCPM Program Project Evaluator. If a completed project is not received during this time period, the participant will be required to resubmit a new project proposal for review and begin the proposal approval process again. Participants may request a six month extension in cases of extenuating circumstances by sending a written request to the MCPM Program Director. The participant will be notified in writing of approval or disapproval of the extension request and will be given a new expiration date upon approval.

Returned Project Reports:

Completed projects returned to a participant by a MCPM Program Project Evaluator or the MCPM Curriculum Committee for revision should be corrected and resubmitted to the MCPM Program Director within sixty (60) days of the date of the revision notification. Failure to meet this requirement **will** affect the participant's activity status in the Program. *Note: Participants who are currently in Permanent Inactive Status **must** resubmit their revised project within this sixty day period or retain Permanent Inactive status and lose credit for all work completed in the Program to date.*

III. ATTENDANCE

Levels I - III: In order to be recognized as having completed a Level of "Managing Government in Mississippi" course work, the candidate must have attended at least 80% of each of Levels I - III. Every effort will be made to identify other times and locations for making up the course work.

Levels IV - VI: A 90% attendance is required for Levels IV - VI, with some sections of the week requiring 100% attendance (during preparation and presentation times) at the discretion of the MCPM Program Director. Participants in Levels IV - VI who are unable to meet the attendance requirements should select an alternate date for attending the session.

IV. TIME LINES FOR COMPLETION OF REQUIREMENTS

Participants will be considered enrolled in the Levels I - III (CSM) or Levels IV - VI (CPM) of the MCPM Program upon receipt of the MCPM Program Application by the State Personnel Board Office of Training. Participants will be scheduled for the first available Level I or Level IV as appropriate.

Active Status

Participants will be expected to participate in the program and make progress within a twelve month period to remain in an active status. **Activity will include the attendance of a level of "Managing Government in Mississippi," completing an outside reading, completing a project, completing the MCPM Advanced Writing Workshop**

or completing the total number of elective hours. Attendance of individual elective hours will not constitute remaining "active." If there is no activity in the twelve month period, a letter will be sent to the participant with a copy to the Agency CPM Coordinator stating that activity is necessary within the next six months to avoid being transferred to inactive status.

Inactive Status

After eighteen months with no activity, a letter will be sent to the participant with copies to the Agency CPM Coordinator and the Agency Director placing the participant on inactive status.

Permanent Inactive Status

After six months of inactive status (a total of 24 months), the participant will be transferred to a permanent inactive status. Due to the fluid nature of the Program content, participants on permanent inactive status will lose credit for all work previously completed within the section of the Program in which they last participated (includes Levels, electives, readings and projects). (EXAMPLE: A participant placed on permanent inactive status after completing only Levels I and II would be required to retake those levels before taking Level III.)

Reinstatement

Levels 1 - III

CSM participants placed on *Permanent Inactive* status have two options for reinstatement:

1. Reapply as a new participant and complete all requirements.
2. If Permanent Inactive Status was achieved due to circumstances beyond the participant's control (illness, return to state service after an absence, etc.) a formal request for reinstatement can be made via the Appeals Committee. A new application, signed by the appropriate authority, a letter of request from the participant stating the reason for previous inactivity, and a letter of support from the agency director will be forwarded to the MCPM Program Director who will notify the Chair of the Appeals Committee of the request. The Appeals Committee will review the request and make a recommendation to the MCPM Advisory Board. Participants reinstated under this option will be required to re-test all Levels, submit electives current within the last two years, and submit a new book report and a new project. The cost of testing will be set by the State Personnel Board Office of Training. Participants failing to successfully complete the current examination for the Level(s) will be required to retake the Level(s) at the regular cost minus the testing cost.

Levels IV - VI

Participants placed on *Permanent Inactive Status* participating in the CPM portion of the MCPM Program have two options for reinstatement:

1. Reapply as a new participant and complete all requirements.
2. If Permanent Inactive Status was achieved due to circumstances beyond the participant's control (illness, return to state service after an absence, etc.) a formal request for reinstatement can be made via the Appeals Committee. A new application, signed by the appropriate authority, a letter of request from the participant stating the reason for previous inactivity, and a letter of support from the agency will be forwarded to the MCPM Program Director who will notify the Chair of the Appeals Committee of the request. The Appeals Committee will review the request and make a recommendation to the MCPM Advisory Board.

Participants in the CPM portion of the program, Levels IV - VI, reinstated under the second option will be required a new book report. Additionally, the participant must conduct one of the following: attend all levels previously taken OR provide a written report pertaining to the levels previously attended which will be reviewed by the CPM Curriculum Committee for approval. The written report must cover all levels attended of Levels IV – VI, contain a one (1) paragraph summary of each module covered in each level along with an additional paragraph for each module of each level describing how the information learned from the module can be applied in the work environment.

NOTE: SINCE REAPPLICATION IS REQUIRED TO ENTER LEVELS IV -VI, THE TIME BETWEEN THE COMPLETION OF THE CSM AND THE ENTRY INTO THE SECOND HALF OF THE PROGRAM IS NOT LIMITED BY THE TWENTY - FOUR TIME PERIOD.

V. EXAMINATION

All candidates for the Certified Public Manager (CPM) and Certificate in Supervisory Management (CSM) designations must pass the required examinations with a minimum score of 70%. Examination papers are the property of the MCPM Program. Neither the examinations nor copies of examination papers will be returned.

Candidates will be notified of examination results within fifteen days of the date of examination. Scores are reported only to the candidate unless otherwise requested by the candidate. Agency Directors and CPM Coordinators will be provided with pass/fail status upon request to the State Personnel Board.

Retesting:

In the event that a participant does not achieve the minimum score of 70% on an initial examination, each examination may be re-taken twice, for a total of three attempts. Participants must retake examinations within sixty (60) days of notification of failure.

Note: If the examination is being taken as part of a substitution option for reinstatement into the MCPM Program, the candidate has only one opportunity to pass the examination. If the candidate fails, he or she must complete the appropriate "Managing Government in Mississippi" course work, after which the examination may be re-taken.

Participants who miss a scheduled examination due to pre-approved circumstances, must reschedule the examination within fourteen days following the original examination date. It is the responsibility of the participant to contact the MCPM Program Director and schedule a missed examination within this fourteen day period.

VI. ELIGIBILITY

Candidates for the MCPM Program should meet the following criteria:

1. Be employed by or with a Mississippi governmental organization.
2. Hold a supervisory or managerial position responsible for directing employees or projects

OR

Hold a management staff position responsible for providing technical or professional support to the agency

OR

Be identified by the agency director as an individual showing potential for advancement into such positions.

3. Receive the endorsement of his/her immediate supervisor, division director (where applicable) and agency director.
4. Commit to complete the CSM program upon entering Level I and to complete the CPM program upon entering Level IV.

The MCPM Program is committed to the principle of equal opportunity and will not discriminate against otherwise qualified persons on the basis of race, color, religion, national origin, sex, age, handicap, disability, or veteran's status in its admissions, program accessibility, or services.

VII. PAYMENT FOR PARTICIPATION

It is the intent of the MCPM Advisory Board that payment for the MCPM Program be made by the sponsoring agency. In instances where budget constraints would prohibit the attendance of otherwise qualified participants, the agency director may request approval for an individual to attend on a self-payment basis with the understanding that

the agency would support the participant with paid time off for attendance to the Program and would support the required job-related projects. Applications on which there is a question regarding eligibility or which indicate the applicant will pay course cost will be reviewed on an individual basis by the Executive Committee.

The MCPM Program operates under these policies and the directives and bylaws of the National Certified Public Manager Consortium and the MCPM Advisory Board.

VIII. CELL PHONE/PAGER USAGE POLICY

Effective 01/17/2006 - The Mississippi Certified Public Manager (MCPM) program is committed to providing a positive training experience to all MCPM program participants. To uphold this commitment, the MCPM program requires participants to set cell phones and pagers to silent and to use cell phones only during designated break times. Cell phone usage during class time will count against class participation. Excessive cell phone usage during class time is grounds for removal from the class. **The participant's agency will be billed for the class.**

IX. MCPM COMMITMENT TO HONESTY

Effective 01/17/2006 - The Mississippi Certified Public Manager (MCPM) program maintains a zero tolerance for cheating and plagiarism. Evidence of cheating and/or plagiarism by a participant is grounds for automatic dismissal from the MCPM program.

Frequently Asked Questions

Q.1. Who can participate in the MCPM Program?

A.1. The MCPM Program is open to persons employed by or with Mississippi governmental organizations in a supervisory or managerial position. Agency or governmental unit directors may recommend individuals who show potential for advancement into supervisory positions. All participants must have the support of their supervisors and directors.

Q.2. How does one get selected for the MCPM Program?

A.2. Submit a MCPM application form to your immediate supervisor. Each organization may have its own selection procedures and require additional review and signature approval for MCPM participant selection. All MCPM participant selection procedures should adhere to EEO/Affirmative Action Policy and with the state's Fair Employment Practices Act in regard to review procedures, selection, and opportunity for application into the MCPM Program.

Q.3. What are the requirements and costs for the Certificate in Supervisory Management and Certified Public Manager Program?

A.3. The MCPM Program awards a Certificate in Supervisory management (CSM), an interim designation that recognizes partial completion of the CPM Program and mastery of fundamental management concepts and techniques. The Certificate in Supervisory Management is awarded to all participants upon successful completion of:

<u>Course work</u>	"Managing Government in Mississippi"
	Level I - 30 hours - \$300
	Level II - 30 hours - \$300
	Level III - 30 hours - \$300

<u>Level I - III</u>	
<u>Electives</u>	Thirty hours of management training

<u>Reading</u>	One required outside reading and abstract
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<u>Project</u>	One job-related project
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<u>Exams</u>	Required testing on each level. A passing score is required before moving to the next level.
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<u>Writing Workshop</u>	MCPM Advanced Writing - 6 hours - *requirement as of 7/02*
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Additional requirements for the Certified Public Manager (CPM) designation are satisfactory completion of:

<u>Course work</u>	"Managing Government in Mississippi" Level IV - 33 hours - \$300 Level V - 33 hours - \$300 Level VI - 36 hours - \$300 Executive Seminar - 14 hours
<u>Level IV – VI Electives</u>	Fifty-eight hours of management training (selected from approved list)
<u>Reading</u>	Required outside reading and abstract.
<u>Projects</u>	Two job-related projects.

*Overall cost of the Program depends on the cost of electives selected and number of open electives taken from other sources. Approximate cost of the entire Program is \$3500 and is usually over a two to three fiscal year period.

Q.4. How long do I have to complete the program?

A.4. There is no set time for completion of the MCPM Program, participants must have activity in a twelve month period (see policy on ESTABLISHMENT OF TIME LINES FOR COMPLETION). Most participants working at a steady, but comfortable pace will probably complete the Program in two to three years.

Q.5. Are participants required to take an examination?

A.5. Participants are required to take an examination at the end of each level in order to receive the CSM or the CPM designations. Participants are given a multiple choice examination after some levels and are evaluated by use of other methods for the remaining modules.

Q.6. What happens if a participant fails an examination?

A.6. Scores are mailed to the participant's home address and are confidential. If the participant fails an examination, he/she may take it again. (up to 2 retakes)

Q.7. Will elective credit be given for courses taken prior to participation in the MCPM Program?

A.7. Requests for elective credit for courses taken within the two year period preceding acceptance into the MCPM Program can be made on the **Elective Instruction Review Application**. The course content must be management related. Proper documentation of objectives and proof of

attendance is required. The Basic Supervisory Course (BSC) does not have a two year limitation.

Q.8. Who conducts the MCPM Program?

A.8. The Office of Training of the State Personnel Board is responsible for program administration, including scheduling of classes, registration of participants, and maintenance of attendance records. The MCPM Advisory Board and Curriculum Committee are responsible for policies, procedures and approval of curriculum and instructors. Instructors for the MCPM Program come from a variety of settings including universities, colleges, government, and the business community.

Q.9. What are the benefits of the Program?

A.9. The benefits of the MCPM Program are many: recognition of a commitment to professional standards, association in a network of public professional managers in Mississippi and other states, awareness of new developments in the practice of public administration, innovation in the application of new ideas and approaches to management, and career development through the activities of the Program. MCPM Program graduates are eligible for an Educational Benchmark Award in accordance with established policies.

Q.10. Where will the CPM training be given?

A.10. The majority of the training will take place in the Jackson area, but many of the training activities can be provided at various locations throughout the state on an as needed basis in order to provide employees with better opportunities to attend and to minimize travel costs. A schedule of dates and locations for each level of training will be published periodically and distributed to all agencies.

Q.11. What if a participant changes organizations after becoming a CPM participant?

A.11. The participant and the new organization must agree on the status, and if the participant is still eligible, he or she is encouraged to continue in the Program.

Q.12. What are job-related projects?

A.12. The job-related projects provide an opportunity to apply the concepts presented in the class to the work environment. Projects are agreed upon by the participant, his/her supervisor and an MCPM Project Evaluator. There are three projects required in order to receive the CPM Certification, one due at the completion of Level III and prior to receipt of the Certificate in Supervisory Management and two projects are due at the end of Levels IV and V.

Q.13. What is the cancellation or date change policy?

A.13. Training for the MCPM Program is a contractual service with restricted minimum and cancellation dates. A written cancellation (faxes and emails are acceptable) must be received by the State Personnel Board fourteen (14) days prior to the course start date. If a participant cancels after that time, his/her organization will be billed.